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BANGALORE, THURSDAY, MARCH 4, 1926.

PART I.

IMPORTANT GOVERNMENT ORDERS.

REVENUE SECRETARIAT.

System of Office Procedure.

READ—

Government Order No. R. 2880-9—L. R. 111-23-6, dated the 10th November 1924, directing that the Simplified System of Office Procedure be introduced in the District of Hassan as an experimental measure for a year with effect from 1st January 1925 and requesting the Revenue Commissioner to report on the working of the system by November 1925.

2. Government Order No. R. 4871-82—L. R. 111-23-7, dated 12th February 1925 directing that the new system of office procedure be introduced into the Bangalore District Office also with effect from 1st March 1925, and requesting the Revenue Commissioner to report the result of the working of the experiment in Bangalore and Hassan Districts.

3. Letter No. C. 1791—23-24, dated the 5th January 1926, from the Revenue Commissioner in Mysore, submitting his report in the matter and recommending the adoption of the new arrangement in all Revenue Offices from the beginning of the next official year. (To be read in extenso, in print as annexure.)

ORDER No. R. 4199-220—L. R. 24-25-16, DATED 19TH FEBRUARY 1926.

The Revenue Commissioner has inspected the District Office, Bangalore and the Sub-Division Office, Hole-Narsipur, where the new system has been introduced and has forwarded his notes of inspection for the information of Government. As the result of these inspections and in consultation with the Deputy Commissioner, Hassan and the Sub-Division Officers of Hassan, Hole-Narsipur and Saklespur, he recommends that the new arrangement which is simpler than and an improvement over the Disposal Number System and which has been working fairly well in the Hassan District Office may be introduced into all Revenue Offices from the beginning of the next official year.

2. Government accept the Revenue Commissioner's recommendation and direct that the simplified system be introduced in all Districts in the Offices of the Deputy Commissioners and of the Assistant Commissioners, with effect from 1st July 1926. The system, tentatively sanctioned in the Hassan District and Sub-Divisional Offices and in the Bangalore District Office till the end of December 1925, will be continued. The suggestions made by the Revenue Commissioner in para 3 of his letter in slightly modifying the registers, etc., under the new system are also approved.

3. With a view to avoid the difficulty pointed out by the Revenue Commissioner in the maintenance of the General Receipt Register and the duplication of work caused by the maintenance of different General Receipt Registers for several sections of the Deputy Commissioner's Office, Government direct that the new system be introduced not only in the Revenue Branch of the Deputy Commissioner's Office but also in other Sections such as Excise, Judicial, Income-tax, etc., at the discretion of the Deputy Commissioner.

4. As regards the Taluk Offices, a modified form of the Disposal Number System was introduced into all the Taluk Offices with effect from 1st July 1925, in Government Order No. R. 2880-9—L. R. 111-23-6, dated the 10th January 1924, and no change is necessary in these offices.

5. The Revenue Commissioner is requested to take necessary further action in communication with the Superintendent, Government Printing, to have the required registers, etc., printed and supplied in time to all the Deputy Commissioners and Sub-Division Officers and to issue subsidiary instructions for the satisfactory working of the new arrangement in all offices.

6. The attention of the Revenue Commissioner is invited to para 12 of Government Order of 10th November 1924 and para 9 of Government Order No. R. 6900-12—L. R. 395-24-1 dated the 20th May 1925, calling for proposals regarding the reduction of establishment owing to the introduction of Simplified System of Office Procedure and the reduction of returns and registers, etc., in District and other offices and he is requested to expedite submission of his recommendations in the matter.

B. SRINIVASA IYENGAR,
Secretary to Government,
Revenue Department.

ANNEXURE.

No. C. 1791—L. R. 24-25-12, dated Bangalore, 28th December 1925—5th January 1926, from C. S. Balasundaram Iyer, Esq., B.A., Revenue Commissioner in Mysore, to the Secretary to the Government of His Highness the Maharaja of Mysore, Revenue Department.

Adverting to correspondence ending with Government Order No. R. 815—L. R. 24-24-25, dated 17th August 1925, calling for a report on the working of the "New System of Office Procedure" in the District Offices of Hassan and Bangalore, I have the honor to state that during the month of December 1925, I inspected the District Offices of Bangalore, Hassan and the Sub-Division Office of Hole-Narsipur where this system has been introduced and the inspection notes are submitted herewith for perusal.

2. The system has been working fairly well in the Hassan District Office where it was introduced in February 1925. The Deputy Commissioner of Hassan and the Sub-Division Officers of Hole-Narsipur, Hassan and Saklespur think that this system has certain decided advantages. Their opinions are forwarded herewith in original. From my experience also I think the system is simpler than and is an improvement over the Disposal Number System. It may be introduced into all Revenue Offices from the beginning of the next official year. All cases pending in the Current Register under the Disposal Number System on the 1st July 1926, should be brought under the new system and entered in the personal registers of the case workers concerned and the new case register.

3. I submit for the consideration of Government the following suggestions for slightly modifying the registers:—

General Receipt Register.—In column 6 it would be better to enter the number of the case in the personal or special registers against the General Number as this will facilitate the checking and tracing of papers. The heading of the column should be altered so as to provide for entries in special registers also being shown.

At present the papers of the Excise, Judicial, Income-tax, etc., sections are being entered in the General Receipt register and then simply passed on to those sections where they are dealt with independently under a different system of registration and disposal. Unless this same system is adopted in those sections also, there is no need to bring those papers into the General Receipt register. They may be entered in a separate register and passed on to the respective sections.